

Site Visit Report

Project: _____ Report No.: _____

1. Visit details

Project / project no.:

Site address:

Date and time of visit:

Weather conditions:

Conducted by:

Personnel on site:

2. Purpose of visit

Why the visit took place — routine progress review, response to a reported issue, pre-handover walkthrough.

3. Observations

Organize by location or system. For each item: what was observed, exactly where, its status or severity, and the photo reference. State observations as fact; label interpretations as such.

4. Deficiencies & action items

#	Item	Location	Responsible	Due

5. Photos

Numbered and captioned, referenced from section 3. A caption should identify the location and what the photo shows.

6. Limitations

Areas not accessed, systems not reviewed, and why — e.g. "Roof access unavailable; hatch locked, no key on site."

7. Next steps

Planned follow-up and expectations for the next visit.